

IMMEDIATE OPENING

U.S. Embassy Paramaribo is recruiting applicants for the part-time, 20 hours/week, position of

RESIDENCE CHEF

Opening Date: August 16, 2016

Closing Date: August 23, 2016

NOTE: ALL RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please note that this is NOT a position with the U.S. Embassy. The incumbent will be a member of the personal residence staff, not an employee of the U.S. Embassy.

Major Duties and Responsibilities:

Employee will work as a Chef at an Official Residence. Responsibilities are as follows: Prepares and plans daily meals for 1 to 2 persons on a regular basis. Also responsible for planning large meals for guests at the residence numbering from 4 to 20 persons or for official receptions for groups of 25 to 200 persons. Employee will keep records of menus for official functions, and regularly add new recipes to the Official Residence files. Make purchases of all necessary ingredients, such as vegetables and meats at the local market and prepare a list for purchases of items that need to be purchased from other sources. Also responsible for maintaining a clean, hygienic kitchen environment, including the pantry, kitchen appliances, equipment, dishes, pots and pans and to keep the kitchen in good order at all times.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary school is required. Training courses in cooking and food preparation is also required.

Experience: A minimum of three years' experience working as Chef in a hotel, international organization or for public or private official is required. Prior experience must include responsibilities for planning large dinners, luncheons and formal receptions.

Language: Must have Level 2 (basic knowledge) of spoken English.

Abilities and Skills: Must be able to prepare full range of international cuisines, including local, western or continental cuisine for large receptions, meals, and events as well as for smaller formal breakfast, lunches and dinners.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy Paramaribo
129 Dr. S. Redmondstraat
Paramaribo

OR

e-mail: ParamariboHROHelpDesk@state.gov